

# **OVERVIEW**

## **New York Life Science Entrepreneur Development Grant Program**

### **I. INTRODUCTION**

The mission of Empire State Development (“ESD”) is to promote a vigorous and growing state economy, encourage business investment and job creation, and support diverse, prosperous local economies across New York State (the “State”) through the efficient use of loans, grants, tax credits, real estate development, marketing, and other forms of assistance.

The purpose of this competitive grant solicitation to New York-based graduate schools of business – working in collaboration with medical schools or graduate programs in the life sciences, biomedical engineering or bioinformatics – is to identify and support the creation and implementation of entrepreneurial training and business skills development programs for life science researchers in New York State.

### **II. BACKGROUND**

In late 2016, Governor Andrew M. Cuomo announced the creation of the New York State Life Science Initiative, designed to spur the growth of a world-class commercial life science sector in New York State. The Initiative will harness the significant untapped life science innovation with commercial potential in the State and strengthen New York’s national metrics in life science employment and life science venture capital funding.

Governor Cuomo has pledged to invest up to \$620 million to expand the state’s ability to commercialize its life science innovations through a mixture of tax incentives, grants, investment capital for early stage life science companies, and matching funds for private sector partnerships. The \$620 million is expected to be allocated as follows:

- **Programs (\$320M):** Funding for strategic initiatives to enhance the New York State life science ecosystem
- **Refundable Research and Development (R&D) Tax Credit (\$100M):** Refundable tax credits for R&D expenditures, available for new life science companies
- **Excelsior Jobs Program Tax Credit for Life Science (\$100M):** Tax credits for job creation initiatives
- **Private Investment (\$100M):** Private matching funds allocated for venture capital investments

The ESD Life Science Initiative is currently implementing an economic development strategy designed to grow industry clusters around New York State. The primary goal of this strategy is to attract, grow, and retain life science firms in geographic areas with pre-existing life science activity. An important component of this strategy is development and retention of senior leaders with the mix of skills and expertise to successfully guide innovative life science startups along the path to commercial viability.

To achieve this, ESD is seeking proposals for the planning and development of formal, graduate-level educational programs in New York from qualified public and private academic business schools – working in collaboration with a medical school, a graduate program in science, or a relevant engineering program – to create and retain a growing pool of knowledgeable life science entrepreneurs in New York State. These programs will help life science researchers extend their expertise into the business realm and will equip them to become business leaders in New York State’s growing life science ecosystem. Program graduates will possess the skills to enter managerial positions in technology-driven life science companies of any size.

Program objectives are to:

1. Build a pipeline of talent, meeting the demand for innovation management professionals and helping to keep life science companies in New York State;
2. Promote a culture of entrepreneurship within life science-focused academia;
3. Introduce talented students to careers that capitalize on their research backgrounds as they consider pursuing academia or another path;
4. Encourage academic scientists to direct their research toward commercial applications; and
5. Create opportunities for entrepreneurs to acquire the business skills needed to work in a technology-led innovation environment that are not as readily acquired while working.

### **III. REQUIREMENTS**

ESD is seeking applications from qualified New York-based graduate schools of business to work in collaboration with medical schools or graduate programs in the life sciences, biomedical engineering or bioinformatics, to plan, develop and implement graduate-level certificate or degree-granting graduate programs designed to create and retain a pool of experienced life science entrepreneurs within New York State.

It is expected that the applicant institution will be a graduate school of business, working in collaboration with at least one of the following other graduate programs:

- A medical school
- A graduate-level life science program
- A biomedical engineering program
- A bioinformatics or other relevant computer science program

Proposals should demonstrate how the program will:

- Result in an educational program that offers either an MBA concentration or graduate-level certificate in life science entrepreneurship;
- Feature a curriculum focused on the business of technological innovation in the life science industry;
- Identify resources within universities to support talented students as they consider career options;
- Establish substantive institutional partnerships, linking graduate schools of business with medical schools, life science-based graduate programs, biomedical engineering programs, or bioinformatics and relevant computer science programs; and
- Establish partnerships between graduate schools and the business community, engaging investors, startups and seasoned life science leaders to participate in curriculum development and implementation.

This grant includes up to two stages of funding:

- **Stage 1** will fund development of an institution's detailed plan for, and commitment to, the collaborative business education program for life science entrepreneurs.  
**Funding Commitment Stage 1: \$50,000**
- **Stage 2** will provide one-time support of implementation for Stage 1 plans that are favorably reviewed.  
**Funding Commitment Stage 2: One-time incentive payment of up to \$500,000**

**ESD will select no more than three Stage 1 grant recipients to receive Stage 2 funding.**

#### **IV. APPLYING FOR FUNDING**

In the initial Application for funding the following information will be required:

1. Vision for the business school program to be developed, including

- a. High-level plan for collaboration with medical school, graduate division in life science, engineering program, and/or bioinformatics program;
  - b. Statement of strategy and goals;
  - c. Expected short and long-term outcomes, and
  - d. Overview of the curriculum to be developed.
2. Demonstration of support from institutional and business school leadership and from key faculty, as well as from the collaborating school(s)/divisions within the institution,
  3. A timeline for use of Stage 1 funds, and
  4. A budget detailing how Stage 1 funds will be utilized.

Upon review of the initial applications, it is anticipated that ESD will select no more than six institutions to receive Stage 1 funding.

### **Successful Applicants: Stage 1 Requirements**

Recipients of Stage 1 funding will be required to submit a detailed plan and five-year budget for development and implementation of a collaborative business curriculum to develop life science entrepreneurs. The plan should include the following:

- A statement of purpose and vision for the business school program to be developed, including type of program (MBA life science entrepreneur concentration or certificate), strategy and goals, expected five- and ten-year outcomes and proposed performance metrics;
- A detailed curriculum, including core and elective courses;
- Proposed faculty (both anticipated new hires and current faculty to be seconded from other departments), faculty qualifications and expertise, and evidence of faculty commitment to the program;
- Agreement and commitment from the university leadership and the collaborating schools within the institution to implement the program, with a plan to sustain it over the long term (a minimum of five years);
- Anticipated space needs and how they will be met;
- Proposed industry partners and evidence of partner commitment;
- Plan to attract students and encourage enrollment;

- Detailed implementation timeline;
- A description of how you would utilize NYS certified MWBE firms to implement your program and how you would encourage such participation; and
- A detailed program budget, showing anticipated utilization of Stage 2 funds and total budget required to activate the program and sustain it over five years. Budget also to indicate how additional required funding will be obtained.

Upon completion and review of the plans generated by Stage 1 grantees, it is anticipated that ESD may select up to three (3) Applicants for Stage 2 funding to implement the programs proposed. Stage 1 Applicants whose plans are chosen to receive Stage 2 funding will be required to adequately respond to additional questions before being eligible to receive Stage 2 funding – a one-time incentive grant of up to \$500,000 for program startup costs.

**Stage 2 Requirements:**

Applicants selected to receive a one-time incentive grant for Stage 2 implementation will be asked to submit an updated detailed budget, marketing plan, implementation timeline, a plan for long-term financial stability, and any other information that may be required. Agreement on specific metrics to be met also will be required. The institution also will be required to submit detailed financial information for the three most recent fiscal years.

**At a minimum, Stage 2 grant recipients will be required to match funds received from ESD and must be committed to sustain the program without additional ESD funding.**

**V. SELECTION CRITERIA**

When evaluating Initial Applications for Stage 1 funding, the following weighted selection criteria will be considered:

1. Strength of vision, overall strategy and goals of proposed program (35%)
2. Level of commitment and support from business school, collaborating schools and institutional leadership (35%)
3. Appropriateness of timeline (10%)
4. Strength of proposed curriculum (10%)
5. Expected program outcomes (10%)

When evaluating plans generated under Stage 1 funding to receive Stage 2 funding, the following weighted selection criteria are anticipated to be used. ESD reserves the right to fully revise or modify these criteria after receipt and consideration of plans developed as a result of Stage 1 funding:

1. Vision, strategy and implementation plan for the specific type of educational program proposed (i.e., major/concentration or certificate) (20%)
2. Level of support from collaborating schools/divisions and university (15%)
3. Faculty and curriculum plan (15%)
4. Budget and sustainability plan (15%)
5. Anticipated outcomes and proposed metrics (10%)
6. Outreach plan to attract students (10%)
7. Feasibility of timeline (10%)
8. Diversity Practices (5%)

## **VI. SUBMISSION OF APPLICATIONS**

The Application should clearly and concisely provide all the information requested. Applications that do not comply with instructions provided or do not meet the full intent of all the requirements of this Grant Solicitation may be subject to scoring reductions during the evaluation process or may be deemed non-responsive.

The submission must include an original application, clearly marked as “Original” with an original signature. Five (5) copies of the proposed plan also must be included, along with an electronic version contained in a flash drive.

The complete Application must be received by the deadline of: October 15, 2019  
Late proposals will not be considered for an award.

**October 15, 2019  
DEADLINE FOR RECEIPT  
OF THIS GRANT APPLICATION**

All applications are to be sent to the following address:

**Empire State Development  
633 Third Avenue 36th Floor  
New York, New York 10017-8167  
Att: Life Sci Entrepreneur Development Grant**

## **QUESTIONS ABOUT THIS GRANT PROGRAM**

Applicants will have an opportunity to pose questions regarding the program and application process. **All questions are to be submitted in writing by September 20, 2019** to: [lifesciences@esd.ny.gov](mailto:lifesciences@esd.ny.gov). All questions and answers will be posted on the ESD website.

ESD reserves the right, in its sole discretion, to retain and use all the materials and information, and the ideas and suggestions therein, submitted in response to this solicitation (collectively, the “Response Information”) for any purpose. By submitting a Proposal, each Respondent waives any and all claims against ESD relating to ESD’s retention or use of the Response Information.

## **Non-Discrimination and Contractor & Supplier Diversity Requirements**

### **CONTRACTOR REQUIREMENTS AND PROCEDURES FOR PARTICIPATION BY NEW YORK STATE-CERTIFIED MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES AND EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND WOMEN**

Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations ESD is required to promote opportunities for the maximum feasible participation of New York State-certified Minority and Women-owned Business Enterprises (“MWBEs”) and the employment of minority group members and women in the performance of ESD contracts.

#### **Business Participation Opportunities for MWBEs**

For purposes of this solicitation, the MWBE utilization goal will be based on all opportunities available for NYS-certified MWBEs on the entirety of the project, and may be above or below New York State’s MWBE goal of 30%. A grantee on any grant resulting from this solicitation (“Grant”) must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Grant. To that end, by submitting a response to this solicitation, the respondent agrees that ESD may withhold payment pursuant to any Grant awarded as a result of this solicitation pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how ESD will evaluate a Grantee’s “good faith efforts,” refer to 5 NYCRR § 142.8.

The respondent understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal. The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25 percent of the total value of the contract.

In accordance with 5 NYCRR § 142.13, the respondent further acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in a Grant resulting from this solicitation, such finding constitutes a breach of Grant and ESD may withhold payment as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Grantee achieved the MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Grant.

By submitting a bid or proposal, a respondent agrees to demonstrate its good faith efforts to achieve the applicable MWBE participation goals by submitting evidence thereof through the New York State Contract System (“NYSCS”), which can be viewed at <https://ny.newnycontracts.com>, provided, however, that a respondent may arrange to provide such evidence via a non-electronic method by contacting the Office of Contractor and Supplier Diversity (“OCSD”) at [OCSD@esd.ny.gov](mailto:OCSD@esd.ny.gov).

Additionally, a respondent will be required to submit the following documents and information as evidence of compliance with the foregoing:

- A. An MWBE Utilization Plan with their bid or proposal. Any modifications or changes to an accepted MWBE Utilization Plan after the Grant award and during the term of the Grant must be reported on a revised MWBE Utilization Plan and submitted to ESD for review and approval.

ESD will review the submitted MWBE Utilization Plan and advise the respondent of ESD acceptance or issue a notice of deficiency within 30 days of receipt.

- B. If a notice of deficiency is issued, the respondent will be required to respond to the notice of deficiency within seven (7) business days of receipt by submitting to OCSD at [OCSD@esd.ny.gov](mailto:OCSD@esd.ny.gov), a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by ESD to be inadequate, ESD shall notify the respondent and direct the respondent to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

ESD may disqualify a respondent as being non-responsive under the following circumstances:

- a) If a respondent fails to submit an MWBE Utilization Plan;
- b) If a respondent fails to submit a written remedy to a notice of deficiency;
- c) If a respondent fails to submit a request for waiver; or
- d) If ESD determines that the respondent has failed to document good faith efforts.

The successful respondent will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Grant. Requests for a partial or total waiver of established goal requirements made subsequent to Grant Award may be made at any time during the term of the Grant to ESD, but must be made no later than prior to the submission of a request for final payment on the Grant.

The successful respondent will be required to submit a quarterly MWBE Compliance & Payment Report to ESD, by the 10<sup>th</sup> day following each end of quarter over the term of the Grant documenting the progress made toward achievement of the MWBE goals of the Grant.

### **Equal Employment Opportunity Requirements**

By submission of a bid or proposal in response to this solicitation, the respondent agrees with all of the terms and conditions [\*\*SCHEDULE B - PARTICIPATION BY MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES: REQUIREMENTS AND PROCEDURES\*\*](#). The respondent is required to ensure that it and any subcontractors awarded a subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the “Work”), except where the Work is for the beneficial use of the respondent, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Grant; or (ii) employment outside New York State.

The respondent will be required to submit a Minority and Women-owned Business Enterprise and Equal Employment Opportunity Policy Statement, OCSD-1, to ESD with its bid or proposal.

If awarded a Grant, respondent shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by ESD on a quarterly basis during the term of the Grant.

Pursuant to Executive Order #162, contractors and subcontractors will also be required to report the gross wages paid to each of their employees for the work performed by such employees on the Grant utilizing the Workforce Utilization Report on a quarterly basis.

Further, pursuant to Article 15 of the Executive Law (the “Human Rights Law”), all other State and Federal statutory and constitutional non-discrimination provisions, the Grantee and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

**Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Grant, leading to the withholding of funds, suspension or termination of the Grant or such other actions or enforcement proceedings as allowed by the Grant.**

The required forms can be found at the following web addresses:

Form OCSD-1: <https://esd.ny.gov/sites/default/files/OCSD-1-Policy-Statement.pdf>

Form OCSD-2: <https://esd.ny.gov/sites/default/files/OCSD-2-Staffing-Plan.pdf>

Form OCSD-3:

<https://esd.ny.gov/sites/default/files/OCSD-3-Workforce-Utilization-Report.xlsx>

Form OCSD-4: <https://esd.ny.gov/sites/default/files/OCSD-4-Utilization-Plan.pdf>

Form OCSD-5: <https://esd.ny.gov/sites/default/files/OCSD-5-Waiver-Request-Form.pdf>

Form OCSD-6: <https://esd.ny.gov/sites/default/files/OCSD-6-Compliance-Report.pdf>

In the event that the above links are unavailable or inactive, the forms may also be requested from OCSD at [OCSD@esd.ny.gov](mailto:OCSD@esd.ny.gov).

## **PARTICIPATION OPPORTUNITIES FOR NEW YORK STATE CERTIFIED SERVICE-DISABLED VETERAN-OWNED BUSINESSES**

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses (“SDVOBs”), thereby further integrating such businesses into New York State’s economy. ESD recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of ESD contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Respondents/Contractors are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

For purposes of this grant, ESD conducted a comprehensive search and determined that the contract does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors, service providers, and suppliers to Contractor. Nevertheless, Respondent/Contractor is encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the contract for the provision of services and materials.

The directory of New York State Certified SDVOBs can be viewed at:

<http://ogs.ny.gov/Core/SDVOBA.asp>.

Respondent/Contractor is encouraged to contact the Office of General Services’ Division of Service-Disabled Veteran’s Business Development at 518-474-2015 or [VeteransDevelopment@ogs.ny.gov](mailto:VeteransDevelopment@ogs.ny.gov) to discuss methods of maximizing participation by SDVOBs on the contract.

## W-9 Form

Provide a completed W-9 form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) with proposal.